



Online Employer – Employee Services System

Employee

- Demographics
- Employment
- EEO
- W4
- Emergency
- Medical
- Dependent
- Assets
- Employment History
- Citizenship

Timesheet

- Enter Hours
 - Approve
 - Submit
 - Maintenance
- Archive

Skills Inventory

- Education
- Certification
- Skill
- Training
- Custom

Position Management

- Pay Grades
 - Jobs
 - Positions
 - Assignment

Payroll

- Time Off
- Compensation
- Salary History
- Deductions
- Direct Deposit
- Benefits
- Benefit Statement
- Additional Info

Administration

- Company Hub
- Skills
- PTO Admin
- Custom Skills
- Benefit Statement
 - Assets
- Training
- Messages
 - Options